

Programme Leader – Apprenticeships Engineering

Role Specific

1. Report into the Head of Division, leading a team of assessor/trainers/tutors to ensure that they are working effectively, efficiently and monitoring that learners are making significant progress.
2. To be the Lead IQA and centre co-ordinator for the programme area, working with your team and quality to deliver high quality assessment and IQA practice.
3. Allocate assessors to learners in a fair and equitable way and ensure that learners are challenged to achieve their qualifications/standards in line with their expected end date.
4. To deliver a highly effective curriculum responding to employer and learner needs with a flexible approach for classroom/online delivery in line with our Be Phenomenal College expectations.
5. Engage in curriculum development with the teams to provide a highly effective curriculum that is employer focused so that apprentices benefit from a wide range of learning opportunities in a supported environment to ensure they thrive.
6. To provide sector specific information, advice, and support where relevant and necessary e.g., learner eligibility and course information, support and final examination/end point assessment arrangements.
7. Establish strong working relationships with a range of stakeholders including employers to continually evaluate and improve upon the learning experiences of apprentices and identify opportunities for the college.
8. To provide support and information to potential learners, employers, and staff.
9. Monitor and report on the programmes targets in relation to retentions, attendance and achievement, high grades, added value and student and stakeholder satisfaction.
10. Track and monitor all apprentices and conduct tracking meetings and one-ones for progress reporting.
11. Working with Learning Support to ensure those requiring support access this in a timely way.
12. Support on recruitment activities throughout the year.
13. To ensure that all ESFA contractual funding requirements and college procedures are complied with.
14. To conduct regular team, standardisation and IQA meetings with the Trainer Assessor team and other staff working as appropriate
15. To ensure learners receive a consistent service on the e-portfolio and in the workplace with individualised learning plans & skills/knowledge/behaviour matrixes to support the learner journey from enrolment to End Point Assessment.
16. Work with employers and manage the assessor/trainers to support skills development in the learner's workplace and manage expectation of thorough effective reviews taking place on a 10-week basis.
17. Work with the college exams team to ensure that all learners are registered on the correct qualification and that exams are flexible to meet the needs of the learners and the employer. Ensure timely completion of qualification and Apprenticeship claims.
18. Collaborate with staff across college who deliver on Apprenticeship programme components, including English and maths.
19. Contribute and support the SAR/QIP process in the programme area



20. Manage team performance and staff's CPD through training and development plans and Key Goals.
21. Conduct Learning Walks and mentor staff to develop excellent teaching and learning practices, ensuring that the teaching and learning is of outstanding quality.
22. To proactively contribute to team and organisational meetings and events
23. To participate in relevant internal/external meetings and feedback to the team on any changes and developments and future plans to childcare sector
24. To be responsible for keeping accurate and up to date records, ensuring data protection and confidentiality policies are adhered to at all times.
25. To continuously review systems, processes and procedures and implement improvements efficiently and effectively
26. To monitor the recording of information and prepare reports where required, e.g. monthly reports, quarterly reports

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Person Specification	
Qualifications and Attainments	Essential / Desirable
4 GCSE's or equivalent including Maths and English at Grade C/4 or above	Essential
Level 3 qualification in a relevant subject	Essential
Trainer Assessor Qualification	Essential
IQA Qualification	Essential
Degree/Professional Level Qualification in a relevant subject	Desirable
Recognised teaching qualification	Essential
Degree/Professional Level Qualification in a relevant subject	Desirable
Training, Experience and Knowledge	
Experience of successfully teaching/assessing within Engineering.	Essential
Experience and knowledge of using computerised systems including spreadsheets and databases	Essential
Experience of working with Awarding Organisations and knowledge of requirements	Essential
Experience in the FE sector and/or work-based learning	Essential
Knowledge of apprenticeships	Essential
Experience of leading a team	Essential
Personal Skills and Attitudes	
Ability to work in and manage a team	Essential
Effective in problem solving and ability to use logic and information to achieve goals	Essential
Effective use of business tools and IT systems	Essential
Excellent communication skills	Essential
Able to prioritise work to ensure achievement of goals	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential



Flexible approach to working times in line with the College
(attendance at Open Events, Parents' Evenings etc., as
required)

Essential